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ABSTRACT

Standards and requirements in the State of Utah for operating adult high school and GED programs and awarding diplomas in such programs are presented. For adult high school programs, specifications concerning procedures, sources of credit, and diploma requirements for various types of programs are enumerated and described. For GED certificates, policies deal with minimum test scores, minimum age, residency, previous high school enrollment, method of applying, and fees. Information is also given on the location of official GED centers in Utah, adult high school credits based on GED test results, and Spanish language GED tests. Provided in appendices are: procedures for implementing standards, an application for a GED certification, a proof of Utah residency form, and a GED certificate. (KM)

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Minimum Standards for Awarding Diplomas Earned through Adult High School Programs and Certificates of General Educational Development in Utah

Utah State Board of Education

AD014447

MINIMUM STANDARDS FOR AWARDING DIPLOMAS EARNED THROUGH ADULT HIGH SCHOOL PROGRAMS AND CERTIFICATES OF GENERAL EDUCATIONAL DEVELOPMENT IN UTAH

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FOREWORD

The Adult High School and General Educational Development Certificate programs encompassed by these "Minimum Standards. . ." are complementary components of a system of coordinated educational services for adults. Modifications incorporated into these revised Standards were conceived to provide greater individualization and flexibility for persons seeking job entry, military service, or post-high school training while retaining the desirable features of a conventional adult high school program of studies.

In addition to modifying the State Education Agency's minimum age requirements, reducing the passing scores on the Tests of General Educational Development, and liberalizing the work experience and residency requirements, these revised Standards make provision for the granting of a Certificate of General Educational Development based exclusively on GED test results.

These revised "Minimum Standards. . .", are the culmination of a comprehensive seven-month review by a representative statewide study committee. It is our sincere hope that their recent adoption by the State Board of Education, and their implementation by local school districts, will result in significantly expanded services to the members of our adult population who have not completed a formal high school education.

Walter D. Talbot
State Superintendent of
Public Instruction

TABLE OF CONTENTS

		Page
Utah State Board of Education		ii
Foreword		iii
Table of Contents		iv
I.	Introduction	1
	A. Definition of Terms	1
II.	Adult High School Program	3
	A. Procedures	3
	1. Establishing the Program	3
	2. Entrance Requirements	3
	3. Program of Studies	3
	B. Sources of Credit	4
	1. Transcripts from Other Schools	4
	2. Military Service Credit	4
	3. Work Experience	5
	4. Testing Programs	6
	C. Requirements for a Diploma Earned Through the Adult High School Program	6
	1. Experimental Programs	7
	2. Conventional Requirements	7
	3. Adult High School Program of Studies	7
	4. Interpolation of Credits	9
	5. Students Enrolled in Vocational Education Programs	9
	6. Area Vocational Center Enrollees	9
	7. Training Provided by Other Agencies	10
	8. On-The-Job Training	10
III.	Certificates of General Educational Development	10
	A. Purpose	10

Table of Contents (Contd.)

Page

B. Policy for Issuing Certificates of General Educational Development 11
1. Minimum Test Scores 11
2. Minimum Age 11
3. Residency 12
4. Previous High School Enrollment. . . . 12
5. Method of Applying 12
6. Fees. 12
(a) Testing at official GED Centers
(b) Issuance of Certificate by State Education Agency

C. Location of Official GED Centers in Utah . . 13

D. Adult High School Credits Based on GED Test Results 13

E. Spanish Language GED Tests 14

IV. Appendices 15

Appendix A Procedures for Implementing Standards. 17

Appendix B Application for Certificate of General Educational Development . . 19

Appendix C Proof of Utah Residency Form . . . 21

Appendix D Certificate of General Educational Development 23

I. INTRODUCTION

During recent years it has become increasingly difficult for young people to enter many types of employment or to advance in professional or technical fields without a high school diploma or at least a certificate indicating minimum educational achievement. It is recognized, however, that many adults who have not completed such training attain considerable educational maturity through out-of-school experiences such as travel, self-directed study, reading, professional and social contacts and occupational on-the-job training which qualify them for successful job entry, advancement, and specialized post-high school career training.

In the past, thousands of young people in Utah have been forced by circumstances, or have elected, to discontinue high school before graduation. Many of these adults are military veterans; are married and employed. Being occupied in other pursuits they find it difficult to attend school during regular school hours. Furthermore, school administrative and organizational factors make it impracticable for adults to attend the regular day school. Utah's Adult High School and General Educational Development Certificate programs were established to serve these people.

A. Definition of Terms

1. Adult High School: An instructional organization for eligible adult students which is established and administered by a local school district with the approval of the State Board of Education.

2. Director of Adult Education: The person in each local school district who is assigned the primary responsibility for the administration of adult education programs within the district or at a specific school.

3. Adult High School Teacher: A certificated instructor in any adult high school who teaches subjects for which credit is offered toward high school graduation; or a person authorized to teach such classes because of his special competence, training or skills.

4. Adult Education Committee: A local adult high school or district-wide committee which may include the Director of Adult Education, a high school principal and representative school patrons designated by the superintendent or local board of education.

5. Adult High School Diploma: A diploma awarded by local school districts to adult students who have completed the minimum requirements for high school graduation prescribed by the State Board of Education and the local board of education. (Such requirements may be satisfied in part by other evidence of educational attainment such as military service, work experience and testing programs, as outlined in Sections II B-2, 3, and 4 of these Standards.)

6. Certificate of General Educational Development: A certificate of educational achievement awarded by the State Board of Education to adults in need of such evidence to qualify for employment, military service, or further education and training; provided that (a) the applicant submits to a test of General Educational Development at an authorized testing center, and (b) the applicant attains satisfactory test results as determined by the State Board of Education.

7. Authorized Testing Center: An institution of higher education, or other educational agency, authorized by the State Board of Education to administer the standardized tests of General Educational Development under a contract with the Commission on Accreditation of Service Experiences, American Council on Education.

8. Unit of Credit: A unit of credit may be awarded for an adult high school offering upon the successful completion of a course of instruction, in an approved subject, which meets for a minimum period of 72 clock hours; except that adult high school credit may also be awarded for military service, work experience and testing programs as described in Sections II B-2, 3, and 4 of these Standards.

II. ADULT HIGH SCHOOL PROGRAM

A. Procedures

1. Establishing the Program: Local school districts are authorized to adopt policies whereby adult high school credit may be granted and diplomas issued for successful completion of the requirements outlined in Section II-C-3 of these Standards. A local school district may begin an adult high school program by notifying the State Board of Education (in writing) of its intent to abide by these requirements.

   (a) These "standards" reflect minimum requirements, only, and are not intended to prohibit any school district from implementing its own educational program for adults.

   (b) Classes leading to a diploma earned through the adult high school program may be organized by the director of adult education, in cooperation with personnel responsible for the regular high school program of studies, whenever the need for such class is evident. After an adult has successfully completed all of the requirements for graduation he may be issued a diploma from a high school operating within the district.

   (c) Two or more districts may cooperate in offering an adult high school program jointly.

2. Entrance Requirements: Any person may attend an adult high school upon the recommendation of an authorized school official when approved by the Director of Adult Education or the Adult Education Committee. Appeals of decisions to deny admission may be made to the Superintendent and board of education by the student, his parent(s), or legal guardian(s).

3. Program of Studies: Any class which has been approved for graduation from any Utah high school, or which is deemed by the board of education to be of special benefit to the student effected, may be offered in an adult high school. In any event, it is assumed that both the content and instructional methods will be modified to meet adult interests and needs.

B. Sources of Credit

Credit toward a diploma earned through the adult high school program may be secured in the following ways in addition to credits earned through the adult high school program: (1) transcripts from other schools, (2) military service, (3) work experience, (4) testing programs.

1. Transcripts from Other Schools: Credit toward a diploma earned through the adult high school program may be received by transcript from public high schools, accredited correspondence and private secondary schools, and institutions of higher education.

In order to attain a degree of uniformity, transcripts of credit should be evaluated on the basis of these criteria:

(a) Only credits from public high schools, accredited private, and parochial high schools, institutions of higher education, and correspondence schools shall be accepted.

(b) If college credits are to be used for adult high school graduation, they shall be evaluated in the ratio of five (5) quarter hours for each high school unit.

(c) Credits allowed by transcript shall follow the same procedure prescribed for the use of such credits in the regular high schools of the district.

(d) Credits received by transcript may not duplicate credits received from other sources in meeting requirements for adult high school completion.

(e) Credits earned in the 9th grade shall be utilized in the same manner prescribed by local districts for the regular day school program.

2. Military Service Credit:

(a) A maximum of three (3) units of credit may be granted for basic training. This credit may be listed as military science, first aid, or health and physical education. Credit authorized through military service shall be approved by the Adult Education Committee.

(b) Additional Credit may be granted for other valid educational experiences while in military service, if certified by the Commission on Accreditation of Service Experiences (American Council on Education), or other recognized authority, and approved by the Adult Education Committee.

(c) Credit authorized for military service shall not duplicate credit already earned for graduation.

3. Work Experience:

The general philosophy of the adult high school program is to accept the adult where he is in his educational experience and to provide the opportunity for advancement. In most types of work experience there are learning situations. These might include valuable educational gains in vocabulary, speech techniques, mechanical skills, mathematical knowledge, and social relationships. It would be a duplication of past experience to require a student to take courses which teach skills he has already acquired through job application.

(a) A maximum of four (4) units may be granted for verified work experience.

(b) Two units of credit is the maximum that may be awarded for one calendar year of approved work experience in a given field. Each individual's work experience shall be evaluated on its own merit; however, only in exceptional cases, and with the concurrence of the Adult Education Committee, shall credit be awarded for work experience covering a sustained period of less than six months.

(c) Credit authorized for work experience may not duplicate credit already earned for graduation.

(d) Each student shall complete an application for work credit by listing all positions in which he has had six months or more of consecutive experience. This form shall have a place for the firm name, firm address, dates of employment, signature of the student's immediate supervisor, and type of work performed.

(e) The Adult Education Committee shall evaluate the verification of work experience and make recommendations concerning its appropriateness for each individual applicant.

4. Testing Programs:

Credits may be earned through approved testing programs. The primary standardized tests which may be used as a basis for adult high school credit are the tests of General Educational Development (high school level) developed by the Commission on Accreditation of Service Experiences, American Council on Education.

(a) Under qualified conditions, other standardized tests may be used if recommended by the education agency administering the tests and approved by the State Board of Education.

These examinations should provide over-all coverage of the content ordinarily included in a high school course in the subject. Credit by examination may satisfy the requirements for a designated portion or for an entire course. A copy of the examination should accompany the district's plan.

(b) Any person regularly enrolled in the adult high school may be an applicant for credit through examination. He must achieve an average standard score at or above the 50th percentile on each test; except that, applicants for credit based on the tests of General Educational Development must achieve an average standard score of 45 or higher on the entire battery, with no score below 40 on any of the five components of the examination.

(c) Not more than a total of five (5) units of credit may be applied toward graduation on the basis of test scores. All such credits may be generated through the tests of General Education Development or in combination with other approved standardized tests.

C. Requirements for a Diploma Earned Through the Adult High School Program

1. The State Board of Education has authorized three local school districts (Morgan, Nebo, and Weber) to establish experimental programs of studies in which the traditional subject areas are grouped under five broad categories, namely: Communicative Arts, Career Development, Natural and Exact Science, Social Studies, and Health and Physical Education.

   The agreements which authorized these pilot programs specify that the districts which implement the program shall provide extensive curriculum offerings in each of the five broad areas. Each junior and senior high school student shall be involved in planned educational experiences in each of these five areas; and, commensurate with his ability, each student shall achieve an appropriate level of proficiency in the behaviors identified under each of the five broad curriculum areas.

   The behavioral objectives which were developed for this experimental program evolved during a comprehensive two-year study by a representative state-wide program of studies committee, and are readily adaptable to the Adult High School Completion programs of the pilot districts.

2. All other districts are expected to abide by the more conventional pattern of requiring a minimum of fifteen (15) specified units of credit during grades 10, 11, and 12 for high school graduation.

3. Adult High School Program of Studies: Inasmuch as desired individualization and flexibility are provided in the existing Adult High School Program Standards through the granting of credit for basic military service, work experience and standardized testing programs, the regular high school program of studies will continue to serve as a guideline for the Adult High School program.

   The following subject matter areas, therefore, represent the minimum requirements in grades 10, 11 and 12 which must be met by each recipient of a diploma earned through the adult high school program; except that, a local school district may exempt any student from meeting any one (1) unit or its equivalent of these requirements, provided the number of students so exempted does not exceed five (5) percent of the class

enrollment, and any student may be exempted from meeting two (2) units of these requirements, provided the number of students so exempted does not exceed two (2) percent of the class enrollment.

(a) Language Arts: Three units required. At least two units must be in English. There may be substituted for either eleventh or twelfth-grade English, one unit or its equivalent from among the subjects offered in grades 10-12 in the general area of the language arts (e.g., speech, foreign language, remedial English or reading, journalism, debate, etc.).

(b) Social Studies: Two units required. One unit must be in American History and Government. The other unit required may be from one or a combination of such courses as the following: World History, America's Social and Economic Problems, Sociology, World Geography, or Economics.

(c) Mathematics: One unit required. Algebra taken in the ninth grade will not meet this requirement, except if the use of such credit will provide an opportunity to take advanced courses or otherwise enrich the student's educational experience in the high school.

(d) Science: One unit required. This may be either physical or biological science. It must be either biology, botony, zoology, physiology, agricultural science, physics, chemistry, senior physical science, or a combination of any two of the biological science courses listed above which are offered on a one-half unit basis.

(e) Health: It is highly recommended that health education be offered as an elective. Well-qualified health instructors should be secured who will attempt to teach it as a practical science as applied to the physical and mental health needs of adults.

(f) Physical Education: It is highly recommended that physical education be offered as an elective. Well-qualified recreational leaders should be secured who will teach the basic skills and sensible use of adult recreational activities.

(g) Electives: Eight units required.

4. Interpolation of Credits: The State Board of Education determines minimum requirements only. Local district requirements may exceed the 15 contact units (7 required and 8 electives) prescribed in the above program of studies. It is recommended, however, that the minimum number of credits required for a diploma earned through the adult high school program be consistent with local district requirements for the regular high school diploma -- except for the latitude granted adult high schools in the area of Physical Education and Health. In some districts this may be 16, 17 or 18 units for grades 10, 11 and 12.

It is further recommended that the problems of interpolating Carnegie units be minimized by awarding diplomas earned through adult high school programs on the basis of 15 or more combined (Carnegie and contact) units for grades 10, 11 and 12. Thus if an adult high school student were to have earned nine Carnegie units while enrolled in a regular three-year day school, he would be expected to acquire six additional contact units to qualify for a diploma earned through the adult high school program--assuming a current local district requirement of 15 units for grades 10, 11 and 12.

5. Students Enrolled in Vocational Education Programs: Students aged 16 through 21 years who are enrolled in vocational education programs which qualify for credit under the Minimum Standards Relating to Adult High School Programs may be counted in average daily attendance (ADA) based on the ratio that their hours of formal instruction bears to the standard $5\frac{1}{2}$ hour school day.

6. Area Vocational Center Enrollees: The existing practice whereby local districts pay the tuition fees for selected high school students between the ages of 16 and 18 years to attend area vocational centers, and subsequently report these students in ADA, has been extended to include students up to and including age 21 who have not completed high school and who are enrolled in a high school completion program.

Credit for any of the approved programs in vocational education offered by an area vocational center may be counted

as specialized elective credit toward a diploma earned through the adult high school program.

The hours of course work and on-the-job training conducted by area vocational centers, together with an evaluation of the students' performance, should be forwarded to the regular high schools or adult high schools with which the students have been identified and recorded on their respective permanent record cards.

Only local boards of education are authorized to award units of credit, per se, and to issue high school diplomas.

7. Training Provided by Other Agencies: The procedures for awarding credit described in Item 6, above, also apply to the technical colleges, job corps centers, skills centers, and the Utah State Industrial School.

8. On-The-Job-Training: Students enrolled in supervised on-the-job training may receive credit for such instruction on the basis of an individual evaluation of this work experience and training by the local Adult Education Committee. "On-the-job training" is included under the broad classification of work experience. All criteria and constraints enumerated under Section B-3 of these Standards therefore apply to on-the-job training.

III. CERTIFICATES OF GENERAL EDUCATIONAL DEVELOPMENT

A. Purpose

There are many educationally mature adults who, for varied reasons, withdrew from school or who were denied the opportunity to complete formal high school graduation requirements and, therefore, are unable to establish satisfactorily their educational status. For employment, military service, or further educational purposes, some method of determining educational attainment other than through the conventional methods of completing high school requirements is desirable. The General Educational Development testing program provides adults with an opportunity to secure an evaluation of their educational maturity and competence which

should prove of value in meeting requirements for employment, entry into training, promotion in business and industry, admission to college, or for personal satisfaction.

The GED test battery consists of five sub-tests which cover the following areas:

1. Correctness and Effectiveness of Expression.

2. Interpretation of Reading Materials in Social Studies.

3. Interpretation of Reading Materials in the Natural Sciences.

4. Interpretation of Literary Materials.

5. General Mathematical Ability.

B. Policy for Issuing Certificates of General Educational Development

The State Board of Education issues certificates based on the Tests of General Educational Development to military service personnel and to veteran and non-veteran adults, provided applicants meet the following requirements:

1. Minimum Test Scores: A standard score of 40 on each of the five tests and an average standard score of 45 on all five tests.

   Test scores are accepted as official when they are reported directly by authorized GED testing centers; the United States Armed Forces Institute; Directors of Veteran Administration Hospitals; and, in special cases, by the GED Testing Service.

2. Minimum Age: An applicant must be eighteen (18) years of age, and the high school class of which he was a member must have been graduated, before he may take the GED tests and qualify for a Certificate of General Educational Development. Persons seventeen (17) years of age or older who do not meet the minimum age requirements for issuance of a Certificate of General Educational Development may be admitted to the testing program under one or more of the following conditions:

(a) At the written request of an employer for an applicant who must establish his educational achievement level for job opportunities.

(b) At the written request of a college or university official who will consider accepting applicant on the basis of GED test scores.

(c) At the written request of a recruiting official for persons who wish to enter a branch of the Armed Forces where high school completion is a pre-requisite.

(d) The applicant has completed a program of instruction provided by such agencies as the Job Corps, the Postal Service Academy, or apprenticeship training programs and certification to the completion of this training is presented to a chief examiner of an official GED center by the director of the program.

3. Residency: Applicant must be a resident of Utah, or employed regularly in the State, or assigned by military authority to a station in Utah.

4. Previous High School Enrollment: Not required.

5. Method of Applying: Persons wishing to secure the Certificate of General Educational Development may make application to an official GED testing center, or to an authorized local school district official, or directly to the State Board of Education.

6. Fees:

(a) Testing at official GED Centers	$5.00 to $10.00
(b) Issuance of Certificate by State Education Agency	$3.00

C. Location of Official GED Testing Centers in Utah:

Blanding	San Juan School District
Cedar City	Southern Utah State College
Ephraim	Snow College
Logan	Utah State University
Ogden	Weber State College (Sp)
Price	College of Eastern Utah
Provo	Brigham Young University (Sp)
Salt Lake City	Utah State Board of Education*
Salt Lake City	University of Utah
Salt Lake City	Utah Technical College (Sp)
St. George	Dixie College
Vernal	Uintah School District

*Testing services limited to patients and inmates confined in State institutions.

D. Adult High School Credits Based on GED Test Results

The Certificate of General Educational Development issued by the State Board of Education is not an adult high school diploma and may not be exchanged for one. However, successful completion of the GED test battery may qualify an applicant for a maximum of five (5) units of adult high school credit if the applicant meets other state and local district standards and requirements.

1. Credits awarded on the basis of GED test results must be directly related to one or more of the five areas of competency tested.

2. Not to exceed one (1) unit of adult high school credit may be awarded on the basis of the GED tests in each of the four academic areas required for graduation; i.e., language arts, social studies, mathematics, and science. One additional unit of elective credit may be granted on the basis of the tests of General Educational Development if the maximum of five (5) units is allowed.

3. Credit authorized for successfully passing the GED tests may not duplicate credit already earned toward graduation.

E. Spanish Language GED Tests

The GED testing centers listed above which are identified by the letters "Sp" have stocked Spanish versions of the GED tests and are prepared to test qualified Spanish-speaking applicants. Certificates of General Educational Development will be issued to Spanish-speaking examinees on the basis of the same age, residence and test score requirements as English-speaking adults.

IV. APPENDICES

Appendix A	Procedures for Implementing Standards
Appendix B	Application for Certificate of General Educational Development
Appendix C	Proof of Utah Residency Form
Appendix D	Certificate of General Educational Development

Appendix A

PROCEDURES FOR IMPLEMENTING STANDARDS. . .

1. Establishing an Adult High School Program

A local school district may begin an adult high school program by notifying the Utah State Board of Education, in writing, of its intent to abide by these minimum standards.

Two or more districts may cooperate in offering an adult high school program jointly.

2. Sources of Adult High School Credit

Credit toward a diploma earned through the adult high school may be secured in the following four ways in addition to credits earned directly through the adult high school program: (a) transcripts from other schools, (b) military service, (c) work experience, and (d) testing programs.

It is the responsibility of the applicant to provide officials of the adult high school with documentary evidence that credit has in fact been earned through any of the above methods.

Only local boards of education are authorized to award units of credit, per se, and to issue high school diplomas.

3. Applying for Certificate of General Educational Development

a. Prepare yourself for the examination through individual study, formal classes, correspondence courses, etc.

b. Contact an authorized GED Testing Center and make formal application to take the examination.

Typically, the tests will require two hours for each of the five parts for a total of 10 hours -- preferably occupying six (6) hours one day and four (4) hours the second day.

The fees for taking the GED Tests range from $5.00 to $10.00 for the total test battery.

c. Request that the Testing Center forward an Official Report of GED Test Scores to the Utah State Board of Education.

(Over)

d. Submit an Application for a Certificate of General Educational Development to the Utah State Board of Educatic . together with a Certification of Residency form and a certified check or money order in the amount of $3.00.

e. If the applicant meets the requirements prescribed in these Standards, the State Board of Education will prepare a Certificate of General Educational Development and mail it directly to the successful applicant.

Utah State Board of Education
Office of the Superintendent of Public Instruction
1400 University Club Building
136 East South Temple
Salt Lake City, Utah 84111

APPLICATION FOR CERTIFICATE OF GENERAL EDUCATIONAL DEVELOPMENT

1. Social Security Number ☐☐☐/☐☐/☐☐☐☐ 2. Name: _____ (Last) (First) (Middle Initial)

3. Phone: _____ (Area Code) (Number) 4. Check One: Veteran ☐ Non Veteran ☐ Now a member Armed Forces ☐

5. Present Address: _____ (Number and Street) (City) (State) (Zip Code)

6. Permanent Address: _____ (Number and Street) (City) (State) (Zip Code)

7. Date of Birth: ☐☐/☐☐/☐☐ 8. Sex: Male ☐ Female ☐ 9. High School Last Attended: Name _____ Address _____

10. Circle Highest Grade Completed: 6 7 8 9 10 11 12 Other_____ 11. Date Last Attended High School: ☐☐/☐☐ (Month) (Year)

12. Center at which you took GED Tests: _____ (Testing Center) _____ (Location)

13. Reason(s) for taking GED Test: (Check appropriate boxes)

- ☐ Employment
- ☐ Military Service
- ☐ Admission to Schools or Colleges
- ☐ Advancement on Job
- ☐ Apprenticeship Training
- ☐ Other: _____

Signature: _____ Date: _____

NOTE: Applicant is responsible for having this completed application, verification of residency, and an official copy of GED test scores sent to:

Division of Adult Education and Training
Utah State Board of Education
1200 University Club Building
Salt Lake City, Utah 84111

Service Fee for issuing Certificate: $3.00
Please attach a Certified Bank Check or Money Order made payable to the Utah State Board of Education.

PROOF OF UTAH RESIDENCY FORM

To: Division of Adult Education and Training
Utah State Board of Education
1200 University Club Building
Salt Lake City, Utah 84111

I certify that, according to my personal knowledge and/or the public records of this institution, business, agency or professional office, the person known as _____(is-has been)
(Name of Applicant)
a resident of the State of Utah. His/her official Utah address (is-was):

_____

_____

_____

I further certify that I am not a relative of the person named above.

Signature_____

Title_____

Name and address of institute, firm, professional office, etc:

_____

_____

_____

ERIC Clearinghouse
JUL 17 1973
on Adult Education